

SECRET

29 October 1963

DD/ST# 1879-63

MEMORANDUM FOR: EO/DDS&T

SUBJECT: The Establishment of a Centralized
Record of all Inter-Agency Meetings
at Which Agency Personnel are
Represented

1. This office is concerned with few exceptions, only with COMOR business as far as inter-agency meetings are concerned, both with regard to COMOR and its two working groups for Photo and SIGINT. There are formal arrangements for chairmanships, agency representatives, minutes, etc. Provision exists for complete coordination within CIA for the agency positions.



2. I believe this answers as far as we are concerned, but I will be glad to provide additional information as required.



James Q. Reber
SA/DDS&T

25X1A

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	SECRET
<p>25X1A</p> <p>CENTRAL INTELLIGENCE AGENCY</p> <p>OFFICIAL ROUTING SLIP</p>			
TO	NAME AND ADDRESS	INITIALS	DATE
1	 <i>RM 3E24</i>		
2	<i>Registry</i>		
3			
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	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
<p>Remarks:</p> <p><i>File, please</i></p> <p>25X1A</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
 <i>5B2830 x 7583,1707</i>			<i>29 OCT 1963</i>

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OFFICE OF THE DIRECTOR

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Action Memorandum

Date 23 October 1963

TO

Deputy Director/Intelligence

Deputy Director/Plans

Deputy Director/Science and Technology

Deputy Director/Support

Comptroller

D/NIPE

General Counsel

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SUBJECT : The Establishment of a Centralized Record of All Inter-Agency Meetings at Which Agency Personnel are Represented

REFERENCE:

1. It is important that we possess a centralized record of the various inter-Agency meetings that Agency personnel attend. This will provide a means to establish a clearing house for seeing that there is no duplication in our attendance at these meetings; it will also provide a means to make certain that Agency representation at these meetings serves all Agency interests as effectively as possible.

2. In this connection I would appreciate your office providing by 14 November the following information on each meeting attended by personnel of your component:

- a. The name and purpose of each meeting.
- b. Who chairs it.
- c. Where it meets and the time and frequency of each meeting.
- d. A brief description of the type of business discussed.
- e. Who from your component attends this meeting.
- f. Are Agency personnel from components other than yours present at these meetings? If so, who?

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Excluded from automatic
downgrading and
declassification

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2. Is any business taken up that affects Agency components other than your own? If so, do you have an agreement to represent that Agency component at the meeting?

3. Are minutes of the meeting kept?

3. It is not necessary, of course, to mention ad hoc meetings or irregular and informal meetings between desk chiefs, etc. What I do have in mind are: task forces, panels, seminars and agency meetings (other than CIA) which CIA officers attend.

*Internal typeset
not included*

(signed) Lyman B. Kirkpatrick

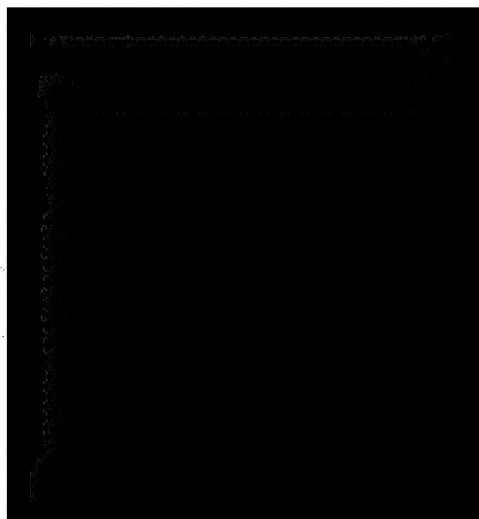
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R. B. S.

Lyman B. Kirkpatrick
Executive Director

currier Sec.

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- NO
- NO
- NO
- NO
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- NO
- NO

ADMIN GROUP - NO

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UNCLASSIFIED				CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP							
TO	NAME AND ADDRESS			DATE		INITIALS	
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ACTION		DIRECT REPLY		PREPARE REPLY			
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COMMENT		FILE		RETURN			
CONCURRENCE		INFORMATION		SIGNATURE			
Remarks: DD/S&T 1832-63							
<p>Would you be good enough to assume the responsibility for furnishing me information as requested in the attachment for the Office of DD/S&T, including the commitments of the DD/S&T himself. You may omit COMOR as I have solicited information directly from them. May I please have the information by 11 November.</p>							
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FROM: NAME, ADDRESS				DATE			
[REDACTED]				25 Oct 63			
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	UNCLASSIFIED	X	CONFIDENTIAL		SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	[REDACTED]				
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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
<p>I have canvassed the Office by contacting each individual with the exception of DD/S&T, Col. Giller, and [REDACTED] in which cases I talked with secretaries.</p> <p>The only panels, boards, task forces, etc., other than CIA internal which we associate with are USIB, Special Group, and NRO. Unless you know of any others, I suggest the following reply:</p> <p>Memo to Kirpatrick Subject--Inter-Agency Meetings at Which DD/S&T Personnel are Represented</p>					
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FROM: NAME, ADDRESS AND PHONE NO.				DATE	
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- (2) In addition to the above, the DD/S&T, [REDACTED] and Col. Edward Giller, the A/DD/S&T, attend the meetings of USIB, the Special Group, and the NRO on a regular basis (see no need to provide a listing of the categories requested in paragraph 2, as the composition and activities of these three Offices are documented by regulations and notices from/Kirkpatrick will want which to take his verbage.)